



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 8

EFFECTIVE DATE: March 10, 1987; Revised February 15, 1993;
September 12, 1994; November 22, 2002

SUBJECT: Educational Leave and Reimbursement for Courses

AUTHORIZATION: _____
Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

It is the policy of the Division of Administration to assist employees in obtaining any available education or training which will enhance their ability to perform the job duties of their present positions, and which are directly associated to their current job duties. Curricula not directly related to employees current job duties are not covered under this policy.

II. PURPOSE:

The purpose of this policy is to describe the types of educational assistance available, the method for requesting the assistance, and the Appointing Authority's option in granting the assistance.

III. SCOPE:

This procedure applies to all sections within the Division of Administration, both general and ancillary.

IV. PROCEDURE:

- A.** Section heads are responsible for reviewing requests from employees in their sections regarding the use of educational leave and reimbursement, and making a recommendation to the Appointing Authority regarding approval of such requests. Section heads are also responsible for maintaining appropriate documentation as required for time and attendance purposes.

For the purpose of this directive, two types of assistance may be granted:

1. **Educational Leave:** Civil Service Rule 11.24 (b) states, "Educational leave with pay may be granted an employee for a maximum of thirty calendar days in one calendar year if the course of instruction to be taken is pertinent to the work of the employee in his Department, provided that a permanent employee may be granted such leave for a maximum of ninety calendar days in one calendar year if the Department requires him to take special training."

This educational leave may also be granted on a prorated basis whereby the employee takes the leave on an hourly basis but not to exceed the number of hours equal to 30 calendar days in one calendar year. In this fashion, an employee might be allowed two (2) hours of educational leave three (3) days a week over the course of one semester in order to attend a course.

2. **Reimbursement of Tuition Fees:** The Appointing Authority may approve reimbursement for tuition fees to an employee under the following conditions:
 - a. The employee must complete courses that are directly associated with his current job duties, or enhances his ability to perform the job duties of his present position.
 - b. The employee must receive a grade of "B" or better, or Pass (P) if the course is only offered on a Pass-Fail basis.
 - c. Funds for this reimbursement must be available within the budget of the section, typically in the travel category.
 - d. The employee must produce documented proof of successful completion of the course before reimbursement.
 - e. Eligible reimbursement would involve only tuition, i.e., the direct classroom fee paid to enroll in a particular course of study. The reimbursement does not include registration fees, technology fees, parking fees, books and/or supplies necessary for the course. Reimbursement could apply to courses taken after hours as well as the courses taken while on educational leave.
 - f. Reimbursement will be paid up to \$145 per credit hour (or actual cost if less than \$145 per credit hour) not to exceed six semester

credits, or up to a maximum total of \$870 per semester. If more than one course is taken, and a specific fee per course is not assessed, then the per semester hour costs will be prorated based on the total amount of tuition to the total number of semester hours taken and passed with a grade of "B" or better, or Pass (P) if the course is only offered on a Pass-Fail basis.

- B.** Requests for educational leave and/or reimbursement for courses taken must be made in writing to the section head. The section head should forward the request along with his recommendation for approval to the Appointing Authority before any approval is granted. Included in the request must be:
1. The course title and number, duration of the course, and the course fee.
 2. The educational institution where the course will be taken.
 3. The exact dates and times that the employee would be required to be absent from his position for participation in the course (if necessary).
 4. A copy of the employee's current position description, SF-3, along with a copy of the course description (or course agenda/syllabus).
 5. A complete and thorough narrative explaining how the course work is directly associated with the employee's current job duties, and how participation in the course would enhance the employee's performance in his present position.

Approval must be sought by the employee prior to enrolling for the course(s) if educational leave and/or reimbursement is desired. There will be no exceptions to this requirement.

V. RESPONSIBILITY:

Deputy/Assistant Commissioner and equivalent is responsible for:

- Holding section heads under his/her supervision accountable for adhering to all aspects of this policy.

Section Head is responsible for:

- Reviewing requests from employees in his/her section regarding the use of educational assistance and making a recommendation to the Appointing Authority.

- Ensuring funds are available within the section's budget prior to recommending approval to the Appointing Authority.
- Maintaining appropriate documentation as required for time and attendance purposes.

Employee is responsible for:

- Submitting requests through the section head for educational leave and/or reimbursement for courses prior to enrolling in the course.

VI. EXCEPTIONS:

Requests for exceptions to this policy shall be justified, documented and submitted to the Appointing Authority for consideration.

Note: Reasonable accommodation may be requested under the Americans With Disabilities Act. Where possible, such requests should be made a part of the initial request for leave and/or reimbursement. For more information regarding this provision, contact the Office of Human Resources.